

UW HEALTH JOB DESCRIPTION

Nursing Assistant

Job Code: 540017

FLSA Status: Non Exempt

Mgt. Approval: Multiple
Departments – Contact HR BP
Regarding PD Changes

Date: February 2022

Department: Various

HR Approval: K. Fleming

Date: February 2022

JOB SUMMARY

The Nursing Assistant (NA) is a patient care support partner with the Registered Nurse (RN) and performs work as delegated by the RN. The NA provides direct care to patients and assists with non-direct patient care unit coordination. The individual in this position is expected to perform basic care and comfort standards as well as have knowledge of the patient population needs in the assigned work area. In addition, the NA is expected to assist the RN in the care of acutely ill patients. This individual is expected to practice medical asepsis, respect the dignity and privacy of every patient and family, and to respect cultural differences during patient care. They are expected to know and adhere to all basic policies and procedures and respond appropriately during emergency situations. They are expected to maintain the patient/family environment, perform general unit upkeep, order and maintain unit equipment, and order supplies as needed, with or without direct supervision. The NA is expected to use accurate verbal and written communication and to document patient care appropriately in the electronic health record.

The NA works under the general supervision of the RN when caring for patients in stable condition and will work under the direct supervision of the RN in the care of the acutely ill and/or complex patient. The NA receives specific verbal and written work assignments from the RN and/or Care Team Leader (CTL). The NA is expected to work efficiently by completing the work within the scheduled time.

In addition to clinical responsibilities, the NA is expected to perform a variety of duties related to coordination of activity on the inpatient unit. This includes activities related to patient admissions, discharges, and transfers; computer data entry; and other duties of a clerical nature. In this role, the NA works under the general supervision of the Manager, with guidance provided by the CTL (if applicable).

MAJOR RESPONSIBILITIES

Clinical/Technical Skills

- A. Communicates with patient, family members, visitors, and members of the health care team in a respectful manner
- B. Assists with hygiene based on the level of assistance the patient requires
- C. Assists with meeting the elimination needs of the patient
- D. Assists in providing for nutritional needs of the patient
- E. Assists with ambulation and range of motion
- F. Follows policies and procedures related to patient and staff safety
- G. Follows safe patient handling guidelines and demonstrates proper use of safe patient handling equipment
- H. Provides for and demonstrates use of measures and equipment to promote patient comfort
- I. Accurately performs and documents vital signs
- J. Uses equipment properly in the provision of patient care, including proper cleaning
- K. Uses standard fall precautions and high fall risk precautions
- L. Participates in intentional rounding according to unit standards
- M. Documents care provided and care declined in the electronic health record
- N. Regularly communicates with the RN regarding patient care assignment, patient observations, and tasks and responsibilities assigned
- O. Follows established patient care, safety, and emergency policies and procedures in daily practice and in emergency situations
- P. Collects, tests, and labels specimens in accordance with established procedures, including using two patient identifiers and labeling specimens in the presence of the patient
- Q. As applicable to department operations, maintains competency and performs ECG's on patients as delegated

Environment of Care

- A. Proactively organizes, cleans, and stocks the work area, equipment, and supplies in order to provide a clean, safe environment for the patients, families, staff, and visitors
- B. Cleans the patient's immediate surroundings, including bed, bedside stand, table, and equipment being used by the patient, according to established procedure and routine

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- C. Cleans general nursing unit equipment such as glucose monitoring machines, wheelchairs, stretchers, cardiac chairs, lifts, and IV poles according to established procedure
- D. Checks, reports, and removes defective equipment from usage. Follows established processes for reporting defective equipment
- E. Transports equipment and supplies to and from other areas within the facility as requested by RN and/or other staff members

Initiative/Quality

- A. Maintains job related skills and knowledge and recognizes need for continuing development
 - 1. Attends pertinent in-service programs
 - 2. Requests and uses job-related guidance/assistance from leadership
 - 3. Contributes to in-service programs and staff huddles/meetings
- B. Committed to and performs quality work contributing to quality patient care
- C. Assumes responsibility and accountability for actions
- D. Works independently and assumes a self-directed work effort when applicable
- E. Ensures quality control checks are completed as assigned (e.g. glucose monitors)

Customer Service/Teamwork

- A. Participates as a member of the nursing team, sharing mutual goals and a common mission
- B. Maintains patient privacy and confidentiality
- C. Exhibits good organizational, analytical and communication skills
- D. Professionally and positively interacts with patients, families, staff and visitors
- E. Performs and completes work in an accurate and timely manner
- F. Maintains accurate records
- G. Demonstrates trust, respect, honesty, and caring attitudes with patient/families and other members of the health care team.

Other Duties as Assigned

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Graduate of State of Wisconsin approved Nurse Aid Training Program
	Preferred	
Work Experience	Minimum	
	Preferred	One (1) year of recent experience as a Nursing Assistant
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Listed on the State of Wisconsin Nurse Assistant/Home Health Aid Registry • BLS/CPR certification within 3 months of hire
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Possesses knowledge of the principles of growth and development for the appropriate age group(s). • Demonstrates the ability to understand data reflective of the patient's status in relation to the appropriate age group(s). • Demonstrates the ability to interpret relevant information needed to identify each patient's nursing care requirements and provide care relative to their age specific needs. • Knowledge of Universal Precaution techniques and ability to incorporate Universal Precaution techniques while providing patient care. • Knowledge of safety measures used during provision of patient care. • Knowledge of and ability to practice aseptic technique. • Knowledge of patient rights and confidentiality requirements. • Ability to communicate effectively with patients, family members, visitors, and co-workers.

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AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

X	Infants (Birth – 11 months)	X	Adolescent (13 – 19 years)
X	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)
X	Preschool (4 – 5 years)	X	Middle Adult (41 – 65 years)
X	School Age (6 – 12 years)	X	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.